



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office VII

REQUEST FOR QUOTATION

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Small Value Procurement** for **the conduct of Regional Data Review on December 18-22, 2017.**

Name of Project	Regional Data Review
Solicitation (If posted at the PhilGEPS)	0700-2017-12-037
Purchase Request No.	0700-2017-12-075
Location	PSA Regional Statistical Services Office VII – Cebu City
Brief Description	Catering Services
Quantity	Please refer to 2nd page
Approved Budget for the Contract (ABC)	₱75,000.00
Contract Duration	
Date of Delivery	December 18-22, 2017

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **December 5, 2017, 5:00PM** through the address below or through telefax nos. **(032)412-6794 / 254-0470** or through email address **(psa07.rbac@gmail.com)**:

*Bids and Awards Committee (BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Ms. Myrna Trinidad T. Cataluña
BAC Secretariat
Contact Nos.: (032)412-6794/254-0470*

ENGR. LEOPOLDO P. ALFANTA JR.
BAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest Calculated Responsive Bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification as follows:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Omnibus Sworn Statement
6. Award of contract shall be made to the Lowest Calculated Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
7. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
8. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
Buffet meals (breakfast, lunch, dinner) AM/PM snacks with the following breakdown:						()	()
December 18,2017	Pax	20				()	()
December 19,2017	Pax	20				()	()
December 20,2017	Pax	20				()	()
December 21,2017	Pax	20				()	()
December 22,2017	Pax	20				()	()
<u>Breakfast:</u> 3 courses with dried fish Rice Desserts (fruits) Appetizer						()	()
<u>AM/PM Snacks:</u> Native snacks						()	()
<u>Lunch& Dinner:</u> 4 courses (including vegetables and fish but not cream dory Soup Rice Drinks Desserts Appetizer						()	()
Inclusion: Free flowing coffee/milo/tea, candies and mixed nuts. Drinking water with dispenser.						()	()
TOTAL AMOUNT IN WORDS :							

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

TIN #: _____ (*Please specify if **VAT** or **NON-VAT***)

Address: _____ Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No. _____

Date: _____